

ADMINISTRATIVE ASSISTANT II (Public Works – Transit Section)

POSITION INFORMATION: This position is temporary and not benefited.

OPENING DATE: April 5, 2004

CLOSING DATE: April 21, 2004

HOURLY SALARY

\$14.63

MINIMUM QUALIFICATIONS

Requires two years of responsible clerical and secretarial experience, including public contact. Equivalent to completion of the twelfth grade supplemented by specialized administrative course work in general office and business practices. Recent work experience attending meetings, taking meeting minutes, and transcribing preferred. Associate's Degree is also preferred.

APPLICANT REQUIREMENT

Per City of Tempe Rules and Regulations, Rule 3, Section 301.F., which states: "No parent, spouse, domestic partner, or child of a regular employee or City Councilperson can be hired as a temporary employee within the same department.

EXAMPLES OF DUTIES

- Attend meetings, take minutes and transcribe as necessary; coordinate and participate in the preparation and processing of agendas; ensure that staff reports are typed; ensure that agenda packet is complete including all staff reports and related supporting documents; coordinate the duplication, collation, and distribution of agenda packets.
- Act as a receptionist; answer the telephone and wait on the general public; issue, receive, and process various applications, permits, and other forms; screen mail and telephone calls and respond to and resolve routine complaints and issues; refer remaining issues to appropriate department personnel.
- May independently provide Transit Program information in response to walk-in and telephone inquiries.
- Maintain calendars and schedules of activities and meetings; set meetings and appointments; coordinate activities with other City departments, the public and outside agencies; coordinate travel arrangements; ensure that meeting facilities are prepared.
- Compose routine correspondence; type and proofread a wide variety of reports, letters, memos, forms, and statistical charts; type from rough draft, verbal instructions or recordings; may sign and distribute correspondence.
- Compile and organize data and background material and prepare a variety of statistical, financial, operational and special project reports. Maintain a variety of statistical records; verify and tabulate basic statistical data.
- Establish, organize and maintain filing systems; perform record keeping for various funds and expenditures; maintain department and program files; handle and maintain sensitive and confidential information and records.
- Operate a variety of office equipment; input and retrieve data and text; organize and maintain disc storage and filing.
- Process personnel, payroll and purchasing information; order and maintain office supplies; resolve errors in orders received and on invoices.
- May maintain petty cash fund; accept payment of fees and make change; maintain and process cash records.

APPLY AT: Applications can be picked up at the Human Resources Department, 20 E. Sixth Street (NE corner of Sixth Street and Mill Avenue), or can be found on our web site at www.tempe.gov/hrrec/.

RC#: 1589T

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